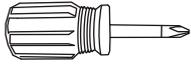
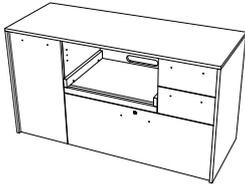


#### Component List



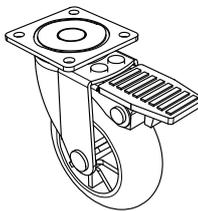
**A** - Phillips Screwdriver  
x 1 (not provided)



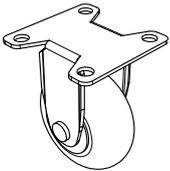
**B** - Cabinet x 1



**C** - 5/32" x 12mm  
Phillips Screw  
x 24



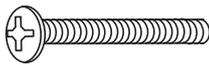
**D** - Brake Caster x 5



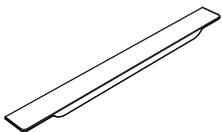
**E** - Center Caster x 1



**F** - M4 x 37mm  
Phillips Screw  
x 4



**G** - M4 x 25mm  
Phillips Screw  
x 4



**H** - Pull x 4



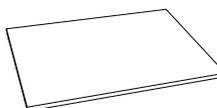
**I** - Legal File Bar x 2



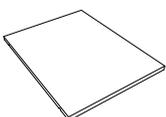
**J** - Lateral File Bar x 1



**K** - Shelf Pin x 8



**L** - Adjustable  
Printer Shelf x 1



**M** - Adjustable  
Cabinet Shelf x 1

Format is engineered for easy assembly. Carefully follow this procedure to prevent any damage.

**Do not use power tools for assembly of this product.**



#### Placement and Maintenance

Format™ Office furniture is designed for indoor use on level floors. Clean steel parts and wood veneer with a moist cloth.

#### Step 1

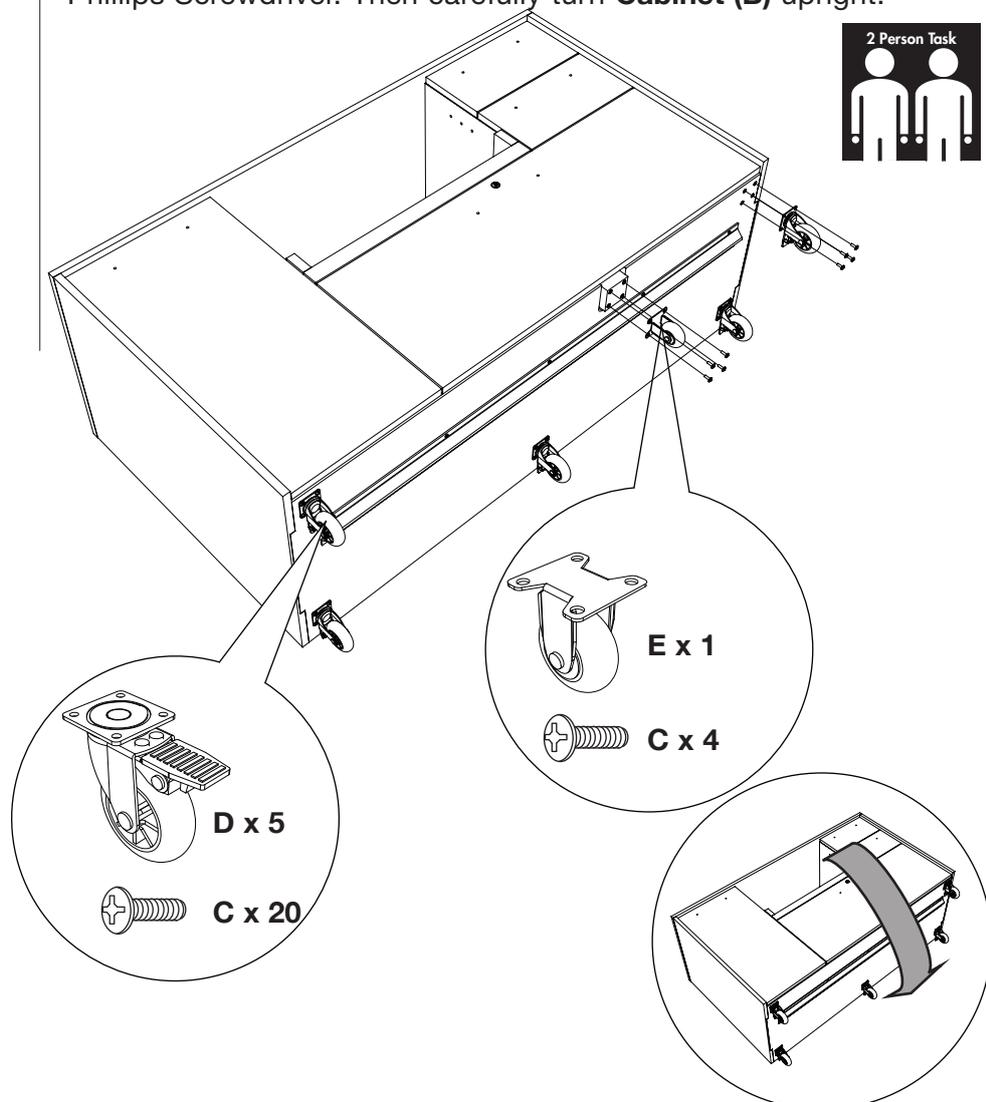
##### Unpack and Identify

Unpack and identify the components at left. Note that some components are shipped inside the cabinet. The assembly workspace should be a non-marring surface such as carpet. For missing hardware pieces, please contact BDI Customer Service at customerservice@bdiusa.com. For all other concerns, please contact your BDI Retailer.

#### Step 2

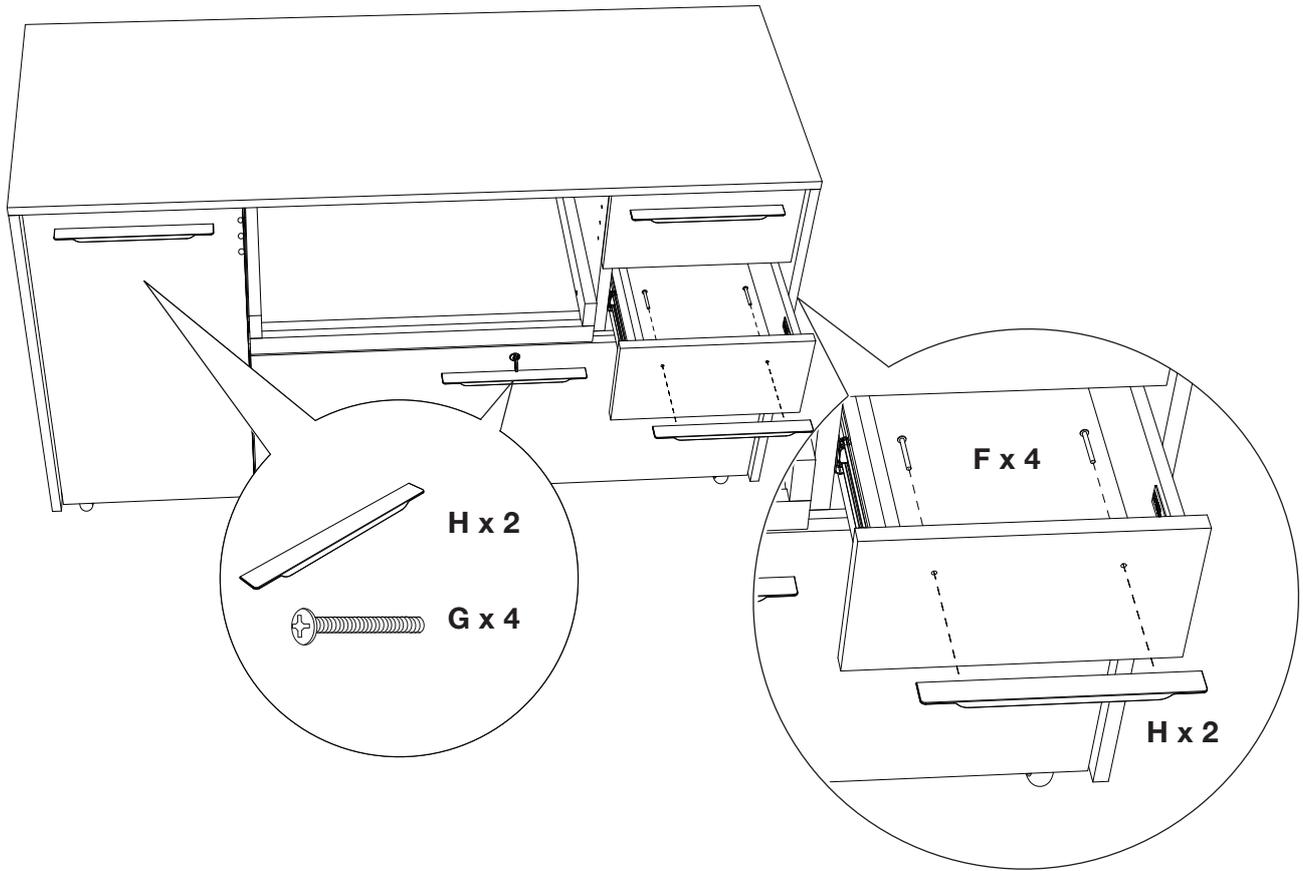
##### Install Casters

Carefully position **Cabinet (B)** on its back side so that bottom side is accessible, then attach a **Caster** at each of the six (6) exposed installation plates using **5/32" x 12mm Phillips Screw (C)** and a Phillips Screwdriver. Then carefully turn **Cabinet (B)** upright.



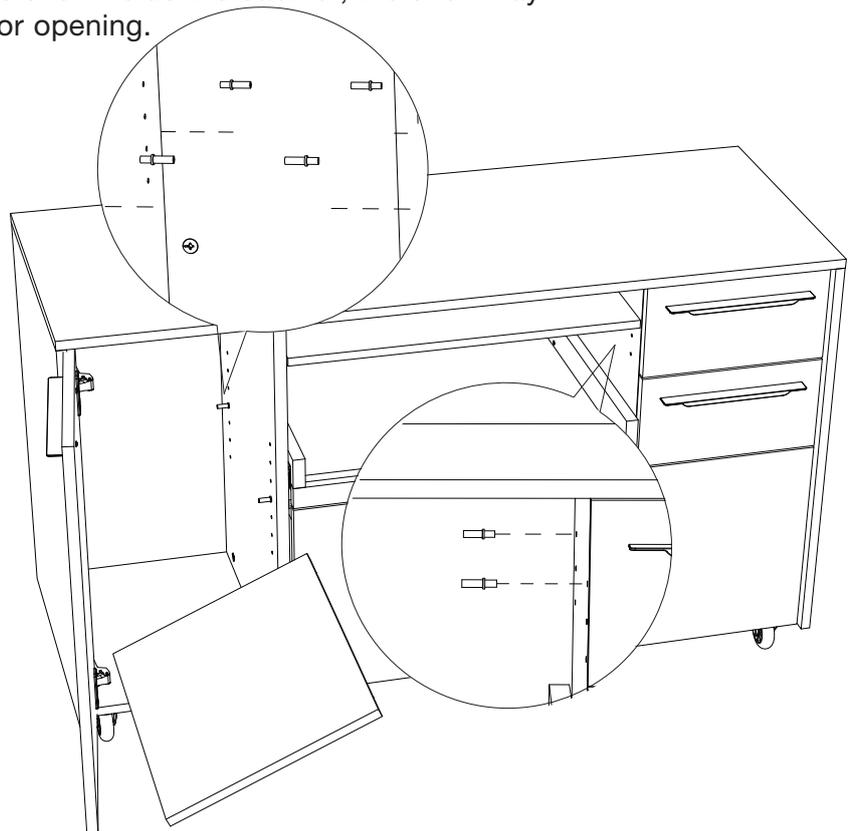
**Step 3**  
**Install Pulls.**

Install **Pull (H)** to drawers using the **M4 x 37mm Phillips Screw (F)** and a Phillips Screwdriver. Install **Pull (H)** to door and file drawer using the **M4 x 25mm Phillips Screw (G)** and a Phillips Screwdriver.



**Step 4**  
**Install Shelves.**

Install **Shelf Pins (K)** at desired height to install **Adjustable Shelves (L)** and **(M)**. \*Note: To place the adjustable shelf inside the cabinet, the shelf may be tilted sideways to clear the door opening.

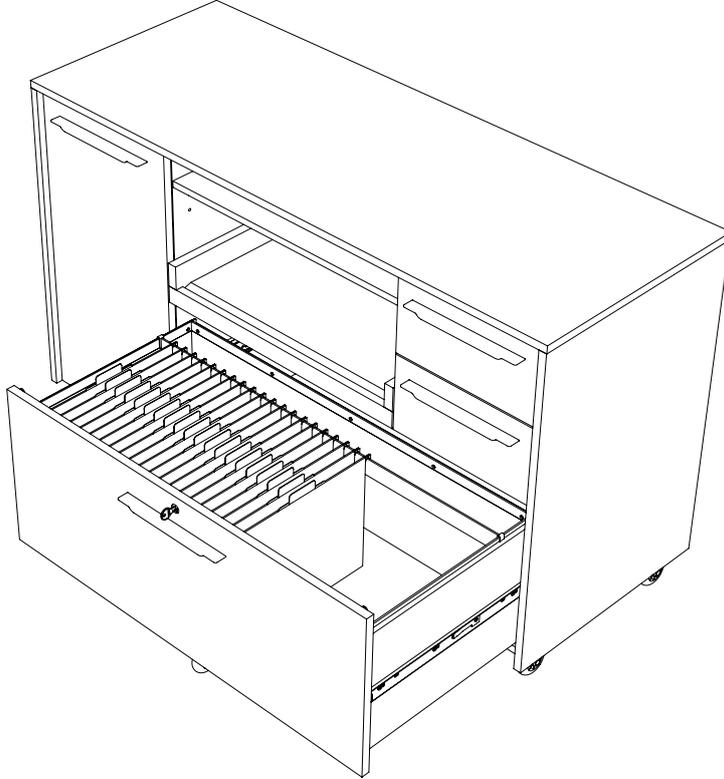


## Step 5

### Optional - Install File Bars

Legal File Folders can be installed in the lateral drawers left-to-right without installing File Bars.

Letter File Folders can be installed in the lateral drawer left-to-right by lowering **Lateral File Bar (J)** onto drawer sides.



If users wish to install File Folders front-to-back, place **Legal File Bars (I)** onto drawer rails front and back.

